

Title: Clinical Compliance Officer
Department: Behavioral Health Services
Housing Priority: Not Eligible
Safety Sensitive: Yes

Range: 18
Status: Exempt
Name Check: Yes
Fingerprints: Yes

POSITION SUMMARY

Responsible for the development, implementation, and daily operation of clinical compliance of BHS programs. Works to improve efficiency, quality, integration, and cultural appropriateness in clinical areas of BHS to include such items as; screening, assessment, treatment planning, documentation, levels of care, and case reviews. Develops, coordinates, and participates in a multifaceted educational program that focuses on the elements of clinical compliance to ensure all BHS employees are knowledgeable of and comply with pertinent state and federal standards, Medicaid and Medicare, and accreditation standards, i.e. CARF and JCAHO. Works under the direct supervision of the BHS Director and in collaboration with Deputy Director, other supervisors, programs, and community resources to ensure seamless BHS service delivery.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Develops, implements, maintains, evaluates, and coordinates clinical compliance efforts of BHS.
2. Works with appropriate departments in the preparation, development, and oversight of written policy to ensure documentation, coding, and billing practices comply with state and federal requirements with respect for payment or reimbursement for consumer services.
3. Review residential stays and outpatient visits to ensure the efficient utilization of resources and maximize reimbursement services.
4. Develops and implements ongoing training and education for personnel to ensure compliance with state and federal laws and regulations involving ethical and legal business practices of documentation, coding, and billing practices.
5. Develops training for personnel to ensure compliance to maximize payments and reimbursements from Medicare or any 3rd party carriers.
6. Provides guidance and interpretation to the BHS Director, BHS Deputy Director, and BHS Supervisors on matters related to the compliance and utilization.
7. Responsible for determining the degree to which BHS meets/exceeds compliance rules and regulations through evaluation and continuous improvement efforts.
8. Recommends and implements resolution strategies in regards to compliance and utilization issues.
9. Ensures that the independent contracts are in compliance especially regarding documentation, coding, and billing practices.
10. Coordinates the processing of internal and external compliance complaints and develops resolution strategies.
11. Plans and oversees regular, periodic reviews, evaluations, and audits of BHS operations to identify and rectify any possible barriers to the efficiency of the programs and utilization of services.
12. Submits reports regarding clinical compliance to the BHS Director and staff to include continuous quality improvement recommendations.
13. Assists in the development of and compliance with program policies and procedures.
14. Participates in on-call crisis intervention and emergency services rotations as needed.

SKILLS AND KNOWLEDGE

1. Master's Degree or higher in Behavioral Health field from an accredited college/university.
2. Five (5) years experience in the behavioral health care field with at least two (2) years focused on performance improvement, compliance, regulations, accreditations, program management, coding and billing regulations, and risk management.
3. Must have experience working with diverse employee and consumer populations.
4. Strong communication, interpersonal, analytical, organizational, and time management skills.
5. Current behavioral health licensure.
6. Current Alaska substance abuse certification, or national equivalent, or obtain within 2 years of hire.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of personnel in this job.

REVIEW/APPROVAL

Immediate Supervisor
Date

Human Resources
Date

Second Level Supervisor
Date

Employee	Date
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